



CITY OF HOUSTON

Job Posting

	CORRECTION	CORRECTION	CORRECTION
1	Applications accepted from: ALL PERSONS INTERESTED		
2	Job Classification LABORATORY TECHNICIAN		
3	Posting Number PN#108900		
4	Department Health & Human Services Department		
5	Division Office of Surveillance & PH Preparedness		
6	Section Microbiology and Clinical		
7	Reporting Location 1115 S. Braeswood		
8	Workdays & Hours M - F, 8 a.m. - 5 p.m.*		
	*Subject to change		
ALL HEALTH DEPARTMENT EMPLOYEES ARE CONSIDERED TO BE ESSENTIAL PERSONNEL. DURING EMERGENCIES, EMPLOYEES ARE REQUIRED TO REPORT TO THEIR SUPERVISOR FOR DUTY ASSIGNMENTS AND SCHEDULING.			
9	DESCRIPTION OF DUTIES Performs a variety of routine serological, bacteriological, hematological and/or chemical laboratory tasks in a laboratory or clinical environment. All work is performed according to clearly prescribed procedures and laboratory techniques under immediate supervision.		
	CORE FUNCTIONS <ul style="list-style-type: none">➤ Part of the centralize specimen processing staff. Receives and processes samples for testing in different laboratory sections.➤ One of two staffs on rabies specimen preparation rotation: includes opening animal heads for testing for rabies by senior laboratory technologists.➤ Enters patient s demographics information into the laboratory information computer system. Distributes patient report and assist with entry of billing information.➤ Rotates on duties for monitoring, maintaining and documenting inventory of laboratory supplies on location.➤ Performs low complexity routine equipment maintenance.➤ Performs other duties as assigned to meet bureau goals and objects.		
10	WORKING CONDITIONS This position routinely requires lifting of moderately heavy items, such as racks of test tubes or bottles, laboratory supplies or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.		
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a high school diploma or GED.		
12	MINIMUM EXPERIENCE REQUIREMENTS Six months of technical laboratory experience are required. Directly related formal training may be substituted for the experience requirement on a month-for-month basis.		
13	MINIMUM LICENSE REQUIREMENTS None		
14	PREFERENCES <ul style="list-style-type: none">➤ Preference will be given to applicants' six (6) months experience in specimen processing.➤ Good organizational skills.➤ Ability to follow instructions.➤ Data entry skills.		
15	SELECTION/SKILLS TESTS REQUIRED None		
16	SAFETY IMPACT POSITION <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.		
17	SALARY INFORMATION GENERAL FUNDED POSITION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is: Salary Range – Pay Grade 6 \$617 - \$1074 Biweekly \$16,042 - \$27,924 Annually		
18	OPENING DATE March 15, 2006		
19	CLOSING DATE OPEN TILL FILLED		
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.		
An equal opportunity employer			